



2009 School vulnerability / hazard assessment checklist

Montana Safe Schools Center

At The University of Montana's College of Education and Human Sciences

The following checklist is an overview of school vulnerabilities and hazards that should be identified and addressed in the prevention/mitigation phase of a school's emergency management process.

The items contained within this checklist *do not* represent a comprehensive list of potential school vulnerabilities. Instead, they serve a starting point by which school staff, and potentially student assistants, contribute to better securing the school campus in order to reduce the potential for injury, loss of life, and property damage which could occur in the event of a school crisis. Schools are always strongly encouraged to expand this checklist to include any local, site-specific issues that could influence school safety and emergency response.

Items on this list are heavily informed by the Federal Emergency Management Agency's (FEMA) school hazard assessment form which is publicly available at www.fema.gov.

For questions or clarifications about this checklist please contact:

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Date Surveyed _____

Follow up survey planed date (if any) _____

Surveyed by:

Name	Organization	Contact phone or email

<i>School Grounds Assessment</i>		
Assessed?	Issue	Comments
<input type="checkbox"/>	Is the school entrance clearly marked and what is the overall impression of the school from the main entrance? (<i>Are there accommodations made for individuals with disabilities? For example is the entrance wheelchair accessible or do signs point to an accessible entrance. Is the main entrance signed and in Braille?</i>)	
<input type="checkbox"/>	Are traffic directions (including pick-up / drop off instructions) clearly visible and does traffic flow cause congestion? (<i>Are there special considerations for physically disabled – examples: sidewalk cutouts for wheelchairs and designated loading/unloading for individuals with special needs so that traffic flow is not interrupted?</i>)	
<input type="checkbox"/>	Is a visitor sign-in procedure clearly visible upon entrance to the school entrances? (<i>Is Braille provided?</i>)	
<input type="checkbox"/>	Is the landscaping (bushes, trees, hills) surrounding the school tidy, trimmed, and structured to enhance visibility of windows, doors, etc. and minimize chance of suspicious visitors hiding?	

<input type="checkbox"/>	Are the school grounds adequately lit and are school grounds boundaries marked?	
<input type="checkbox"/>	Are fire hydrants clearly visible?	
<input type="checkbox"/>	Are buildings or outside equipment related to heating, cooling, fuel or chemical storage clearly marked? Additionally, are the doors and windows to such buildings kept secure?	
<input type="checkbox"/>	Other site specific issues?	
<i>School Grounds Assessment – playground / courts / practice & game fields</i>		
<input type="checkbox"/>	Is playground equipment in safe working condition (anchored, stable, no exposed nails, or sharp edges. Are there soft landing areas under swings and slide sets, etc.)?	
<input type="checkbox"/>	Are playground attendants (teachers/staff) clearly designated (vests etc.), are first aid kits on hand during recess hours? Are 2-way radios available where large playgrounds are an issue?	

<input type="checkbox"/>	Are playground boundaries marked and, if relevant, secure?	
<input type="checkbox"/>	Are entrance/exits of stadiums clearly marked? (<i>Is this information provided in Braille?</i>)	
<input type="checkbox"/>	Are emergency transportation routes into stadium / field areas clear?	
<input type="checkbox"/>	Are seating/weight capacities of bleachers marked or known? (Is there a procedure for checking for students behind bleachers before they are folded – particularly if the bleachers are power driven?)	
<input type="checkbox"/>	Is the public seating stable and secure? (<i>Are seating locations designated for individuals with limited mobility and are these locations easy to evacuate?</i>)	
<input type="checkbox"/>	Does landscaping around field areas, stadium seating etc. minimize potential for injury / hiding?	

<input type="checkbox"/>	Other site specific issues?	
<i>Building Assessment</i>		
<input type="checkbox"/>	Are visitor sign-in procedures monitored <u>and</u> followed at all entrance/exit doors? Are all staff required to ask strangers for identification?	
<input type="checkbox"/>	Are evacuation routes / and shelter-in-place meeting locations clearly marked at entrance / exits? (<i>Are these locations accessible for individuals with disabilities?</i>)	
<input type="checkbox"/>	Are evacuation routes/doors kept free from clutter or any materials nearby that could fall and block the route?	
<input type="checkbox"/>	Are exterior doors monitored and locked?	
<input type="checkbox"/>	Are hallways adequately lit and are battery powered lights present in hallways? Additionally, do fluorescent lights have transparent sleeves to minimize shattering?	

<input type="checkbox"/>	Are exit signs clearly visible?	
<input type="checkbox"/>	Are hallways generally clear and accessible?	
<input type="checkbox"/>	Are the school office and first aid/nurse office locations clearly marked? At the office, is there a direct, private telephone line in this office which could be used in an emergency situation.	
<input type="checkbox"/>	Do signs direct visitors to key locations (office, library, cafeteria, assembly hall etc.) <i>(Are these signs also written in Braille?)</i>	

<input type="checkbox"/>	Do hallways have display cabinets etc., which contain glass panels rather than tempered glass or plexi-glass?	
<input type="checkbox"/>	Are gas shut-off valves and electrical / heating / cooling rooms marked? Additionally, are the doors and window to such room kept secure when authorized personnel are not using these rooms?	
<input type="checkbox"/>	Do elevators have alarm or communication features in the event of an emergency? (<i>Is emergency information in the elevators written in Braille?</i>)	
<input type="checkbox"/>	Are items commonly situated in hallways (lockers, cabinets etc.) anchored to be secure in the event of an earthquake etc.?	
<input type="checkbox"/>	Are shut off valves in the kitchen accessible? Are dangerous objects in the kitchen kept secure? Are first aid equipment, evacuation information, and emergency phone contact information readily available/visible in the kitchen?	

<input type="checkbox"/>	Are bleachers secure in the gymnasium and are lights covered to minimize broken glass or falling hazards in the event of being hit, or an earthquake? Additionally, are hanging lights secured by backup chains or by other mechanisms? Other gymnasium safety issues?	
<input type="checkbox"/>	Are fire extinguishers in the hallways? Are they marked and are they inspected frequently? Separately, is it known whether or not staff is periodically trained in the correct use of these extinguishers?	
<input type="checkbox"/>	Is there a clearly designated shelter-in-place location within the school building? Does this location contain access to basic sanitation and nutrition services? Similarly, is a phone and radio available?	
<input type="checkbox"/>	Other site specific issues?	
<i>Classroom Assessments</i>		
<input type="checkbox"/>	Are evacuation procedures clearly marked?	

<input type="checkbox"/>	Are heavy items placed high on shelves and if yes, are they secured to the walls?	
<input type="checkbox"/>	Are safety items / first aid / eye wash etc., clearly marked, stocked, and functional in science labs, woodworking shops etc.?	
<input type="checkbox"/>	Are hazardous chemicals secured, clearly marked and is this information (location, quantity etc.) recorded and shared with emergency response agencies such as the fire department?	
<input type="checkbox"/>	Do classrooms have red/green signage to be used by teachers, an Emergency Operations Procedures / flip charts, and a “go kit” to be taken in an evacuation (this kit could include minor first aid, classroom rosters, “buddy teacher” rosters, signage etc.,)	
<input type="checkbox"/>	Do classroom doors lock and if so, how (from inside / outside)	
<input type="checkbox"/>	Do intercom systems / warning bells in classrooms work and or are these systems near enough to classrooms to be heard and understood in a classroom if a door is closed?	

<input type="checkbox"/>	Do classrooms have communication systems (phone, walki-talkie etc.) to communicate with central office or emergency responders?	
<input type="checkbox"/>	Are books on bookcases secured in the event of an earthquake? Similar with rolling carts?	
<input type="checkbox"/>	Other site specific issues?	
Other, general, school-wide assessment issues (use additional sheets/back if necessary)		
<input type="checkbox"/>		